

REVIEW & REVISION OF CIA SECURITY REGULATIONS MANUAL

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It is recommended that Section [REDACTED] of the CIA Security Regulations Manual, entitled "Security of Classified Documents," be reviewed to insure Agency-wide compliance with the regulations issued in conjunction with Executive Order 10290 relative to the classification, transmission and handling of security information.

~~SECRET~~  
~~Security Information~~

Chief, Security Control Staff

15 September 1952

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Review and Revision of CIA Security Regulation Manual for Compliance with EO 10290

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1. A review of [REDACTED] the CIA Security Regulation Manual dealing with the classification, transmission and handling of security information reflected that the regulations do not literally conform with EO 10290 in the following respects:

a. Page 6 (e) of the EO stipulates that the classification of a file or group of physically connected documents shall be at least as high as that of the most highly classified document therein. This stipulation is not spelled out in our regulations nor do the regulations specifically cover page 6 (g) of the EO which states that a letter transmitting security information shall be classified at least as high as its highest classified enclosure. It is believed, however, that both of these instructions are complied with in actual practice.

b. No provision is made in the regulations to comply with the transmission of classified security information outside the continental limits of the U. S., as stipulated on page 9 of the EO, paragraph 2 of caption "Transmission of Classified Security Information", which reads in part as follows:

(1) "Secret security information may be transmitted outside the continental limits of the U. S. by one of the means established for Top Secret security information; by Commanders or Masters of vessels of United States registry or by the United States Post Office registered mail through Army, Navy or Air Force Postal facilities, provided that the material does not at any time pass out of United States Government control and does not pass through a foreign postal system."

c. Relative to the underscored section of paragraph (1) above, the means established by the EO for the transmission of Top Secret security information are by direct contact of officials concerned or alternatively by specifically designated personnel, by State Department diplomatic pouch, by a messenger-courier system especially created for

that purpose or by electric means in encrypted form. The above instructions are complied with by CIA in actual practice, but no mention is made as to the method of transmitting classified security information outside the continental limits in the regulations.

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IA&SO/PJMcD:skh (15 Sept 52)

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Mr. Edward R. Trapnell  
Executive Secretary  
ICIS Subcommittee on Executive Order 10290  
Room 1318, Department of Justice  
Washington 25, D. C.

Dear Mr. Trapnell:

It is regretted that reply to your letter of 12 June 1952 concerning your review of CIA Regulations for the security of classified documents has been delayed.

From the inquiries made in your letter, it is believed you do not have an up-to-date copy of the security regulations of this Agency. Comments are made below in the same order in which you set forth the points in your letter.

(1.) Declassification procedure is covered in [REDACTED] of the enclosure.

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(2.) Periodic security indoctrination of employees is conducted by the Security Office of this Agency. In addition all new employees are required to attend a basic security indoctrination as called for under [REDACTED]

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(3.) The Security Office, since the establishment of this Agency, has on a continuing basis conducted unscheduled security inspections. These inspections are not confined to working hours but are also made at night and during weekends. In addition, each major area of CIA has been required to establish a Security Officer who is responsible for seeing that all pertinent provisions of the Security Regulations are applied by his office. Portions of the enclosure which will be of interest in this connection are [REDACTED]

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Your comment concerning the usefulness of a specific classification guide is concurred in; however, practical difficulties exist in compiling such a guide for this Agency. The outstanding impediment in attempting to categorize areas of classification is the fundamental requirement that sources and methods of intelligence must be protected. The sensitivity of a source must be determined by the originating office and not infrequently, as you can appreciate, material, which substantively would be classified Confidential, must, because of source protection, receive a Top Secret classification. The feasibility of establishing area guides for classification has been and will continue to be explored by this Agency. Any method which will result in greater accuracy in classification will be immediately adopted.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Sincerely yours,

SIGNED

Sheffield Edwards  
Colonel, GSC  
Security Officer, CIA

Encl:  
Security Manual

I&SO/CVB:skh (8 Sept 52)

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